COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA

DSB LIST # 06-14 ITEM # 1 DSB PUBLIC NOTICE DATE 25 October 2006

LAST DATE FOR FILING APPLICATION IS: 15 November 2006 at 2:00 PM

The Board recommends applications to be submitted by any of the following firms:

(	**X**	)	Architect	( )	Engineer
(	**X**	)	Architect/Engineer (A/E)	( )	Other:

PROJECT NUMBER:	**WOR0101 DC1**
PROJECT TITLE:	**Administration Building Renovations**
PROJECT LOCATION:	**Worcester State College**
AWARDING AGENCY:	**Division of Capital Asset Management**
APPROPRIATION SOURCE:	**Ch.245 S.4 of 2002; Ch.267 S.3 of 1995; Ch.122 of 2006**
TOTAL PROJECT COST:	**$21,536,000**
ESTIMATED CONSTRUCTION COST:	**$14,800,000**

TOTAL FEE, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.
*See page 4 of this Notice for final fee determination by the Division of Capital Asset Management and Maintenance (DCAM) per M.G.L. C.7, §38G(a).

X	Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7,		
( )	§38G(a)	**$1,082,000**	Dollars

IMMEDIATE SERVICES AUTHORIZED:

X SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
( )

X DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
( )

X CONSTRUCTION PLANS AND SPECIFICATIONS
( )

X ADMINISTRATION OF CONSTRUCTION CONTRACT
( )

OTHER:
( )

MBE/WBE PARTICIPATION:

In accordance with Executive Order #390, the Awarding Authority has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goal **must** be met within the list of requested prime and sub-consultants. All applicants must indicate how they

intend to meet these goals and will be evaluated on that basis. Further information about the program appears on pages 6-10. Applications from MBE and WBE firms as prime consultant are encouraged .

APPROPRIATION LANGUAGE:

- Ch.245 S.4 of 2002 (Account 7066-2010): For planning and studies, the preparation of plans and specifications, construction, renovation, reconstruction, alteration, improvement, demolition, expansion, repair, including furnishings and equipment, and related administrative expenses at state and community college campus facilities and grounds.
- Ch.267 S.3 of 1995 (Account 7116-0960): For repairs, renovations, new space construction and deferred maintenance to campus facilities and grounds at Worcester State College.
- Ch.122 of 2006 (Account 1599-3748): For a reserve to fund capital projects at state and community colleges.

GENERAL SCOPE OF WORK:

Location

The project is located on the campus of Worcester State College, 486 Chandler Street, Worcester. MA.

GYMNASIUM

ADMINISTRATION BLDG.

SULLIVAN BLDG.

Project Goals

- Consolidate administrative and student services, currently scattered around campus, into modern space that supports the college's functional needs and mission.
- Correct building systems and code deficiencies related to functionality, energy efficiency, life safety, and accessibility through a comprehensive building renovation.
- Re-orient the building entrance with a new "front" door that faces the center of campus.
- Implement preferred Master Plan Concept for Worcester State College campus developed by Chan Krieger Sieniewicz.

The 63,000 GSF Administration building at Worcester State College has not been comprehensively renovated since its construction in 1931. The building has three floors, plus a small mezzanine, and a small basement mechanical space. The scope of work includes replacement of all major building systems and reconfiguration of the building to accommodate Administrative offices. Early in the project new boilers will be installed in the adjacent Sullivan Building, in order to disconnect both buildings from the antiquated steam distribution system that is fed from the Gymnasium.. The theater will be renovated to improve functionality and accessibility. Additionally, a new entrance and lobby area will be created at what is now the back of the building, in order to re-orient the building's main entrance toward the center of campus.

Re-orientation of the main entrance implements the preferred Master Plan concept for the WSC campus currently under development by Chan Krieger Sieniewicz. The designer will be expected to review the final Master Plan report when it becomes available later this year and if necessary revise site parking, circulation and access design to reflect its recommendations.

This project is expected to achieve LEED Silver level of sustainability, although it has not been determined whether actual certification will be sought.

Proposed Project schedule

December 2006	Designer under contract. Construction manager under contract. Initiate Schematic Design.
April 2007	Complete Schematic Design. Issue bid Documents for Demolition and Boiler Replacement
August 2007	Complete Design Development and initiate CD's. Coordinate issue of early bid packages with CM.
November 2008	Substantial completion
January 2009	Building occupancy

Procurement

The construction of this project will be procured under MGL Chapter 149A as a "Construction-Manager-at-Risk" contract. Accordingly, it is DCAM's intent to have the Construction Manager under contract early in the design phase. The construction Manager will advise on constructability issues, reconcile cost estimates, and develop the scope for early bid packages. This procurement will allow demolition to take place in early 2007. It is intended that this process will provide greater insight into existing conditions to permit a more complete and accurate final design.

References

The scope of work for this project is defined in the certified study listed below, which is available for inspection at the Designer Selection Board, Room 1004, McCormack State Office Building, One Ashburton Place, Boston, MA 02108. There are 4 documents available for review:

1) Study for renovations to the Administration Building at Worcester state College, Flansburgh Associates, July 2002,

2) Flansburgh study updated September 2004

3) Study to Determine the Feasibility for Multi-Phase Renovation to the Administration Building, Arrowstreet Inc., Dec. 2005

4) Administration Building Renovations Study, Arrowstreet Inc., August 2006 *Certified Study

GENERAL CONDITIONS FOR THIS CONTRACT:

Contract

The applicant agrees to execute *DCAM Contract for Final design and Construction Administration Services*, or its successor, without revisions or modifications.

DCAM Procedures:

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated June 2005 (http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: (http://www.mass.gov/cam/DSB/index.html).

Construction Specifications

The designer shall utilize the new DCAM Standard Specification provided at the contract signing.

PMAS

Consultants will be required to use DCAM's electronic web-based Project Management and Accounting System (PMAS) as a repository for all project correspondence, documentation, and project budgeting, and scheduling. No special software is required.

Workshops

DCAM and the Designer will hold periodic workshops to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key design team members will be required at all workshops.

Sustainable Design

As per ANF Bulletin 12, dated August 11, 2006, (and attached to this notice) all major renovation projects must adhere to the newly created "Massachusetts LEED Plus" standard and be at least 20% more efficient than the current energy code. DCAM has set a goal of LEED Silver (http://www.usgbc.org/) for this project. The final study includes an analysis of the LEED Silver Certification for the renovation option, per C. 164 §331 of the Act of 1997 and DCAM's "Sustainable Design Building Guide." This analysis, identifies and recommends energy efficient alternatives and the use of resource efficient materials for consideration as part of the final design. Any and all of these alternatives may be incorporated as part of the final design and will be considered as part of the base fee. The LEED certification process will be considered an extra service in the design and construction phase of the project.

Universal Design
In addition to complying 521 CMR, The Rules and Regulations of the Architectural Access Board (http://www.mass.gov/aab/aab_regs.htm), the consultant will review ADA Title II (http://www.usdoj.gov/crt/ada/reg2.html), and the ADA Accessibility Guidelines (http://www.access-board.gov/adaag/html/adaag.htm), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic circumstance. DCAM welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

Environmental and other supplemental services
DCAM reserves the right to obtain supplemental services through independent consultants who will collaborate with the prime and the project team.

Cost Estimating
Cost estimates, cost models, and estimator participation in both the study and the design phases will meet the requirements of the current DCAM *Cost Estimating Manual* and will be submitted in Uniformat II and Uniformat II to Level 3 and CSI Masterformat. The *Cost Estimating Manual* can be found at http://www.mass.gov/cam/dlforms/CEM_Feb06.pdf, and Uniformat II can be found at http://www.bfrl.nist.gov/oae/publications/nistirs/6389.pdf.

Building Commissioning
DCAM may include building commissioning as part of this project. An operations and maintenance plan will be produced as a reimbursable expense during the building commissioning phase. The Designer will meet with DCAM's building commissioning agent during design and construction to evaluate design proposals for mechanical systems to ensure maintainability and operational efficiency.

CM at Risk
The construction of this project will be performed utilizing a construction management at-risk (CMAR, sometimes referred to as CM/GC) contract in accordance with MGL Chapter 149A.

CONDITIONS FOR APPLICATION:
The applicant's current or updated Master File Brochure must be on file with the Board prior to the date of application. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in accordance the standard designer's contract, i.e., minimum coverage of $250,000 up to $1,000,000 depending on the construction cost. The Agency may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH **MBE/WBE PARTICIPATION GOALS**. PLEASE ALSO SEE QUESTION #6 ON DSB APPLICATION 2005.

1. **Architect** (as prime)
2. LEED Accredited Professional
3. Mechanical Engineer (HVAC, Plumbing Fire Protection)
4. Electrical Engineer
5. IT/Telecommunications consultant
6. Structural engineer
7. Civil engineer
8. Landscape architect
9. Interior Designer
10. Theater Consultant
11. Specifications Writer (independent consultant required)
12. Cost Estimator (independent consultant required)
13. Certified Industrial Hygienist
14. Certified Asbestos Consultant (Designer, Inspector, Monitor)

Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately.

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APPLICATIONS WILL BE EVALUATED BASED UPON THE REQUIREMENTS OF M.G.L. Ch. 7 §38F AND WORK LISTED ON DSB APPLICATION 2005 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:

1. Proven record of meeting budget and schedule on comprehensive building renovation projects.
2. Theater renovation and design
3. Repair and renovations to academic administrative offices
4. ADA title II compliance
5. Sustainable design/LEED

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and Instructions - **DSB 2005 Application Form** is included with this Notice, and is available for download at http://www.mass.gov/cam/forms/fi_dselectboard.html.

Only complete applications submitted on the **DSB2005 Application Form** will be considered by the Designer Selection Board. Applications that are incomplete or submitted on a form other than **DSB2005,** may be rejected as non-compliant and not be considered by the Board.

Applications received at the DSB Office after the advertised deadline will not be considered.

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From Top to Bottom:

View from Chandler Street

View from existing parking spaces in front of the Administration building.

View of East Façade Entrance, looking from the Sullivan Building. Note the tall, arched historic windows of the theater and stair well (to the left and over the doorway), and the more recent , aluminum replacement windows.

View of building “rear” from parking lot adjacent to gymnasium. The space between the two wings is planned to become a courtyard for the new main entrance. The Sullivan Academic Building is to the right.